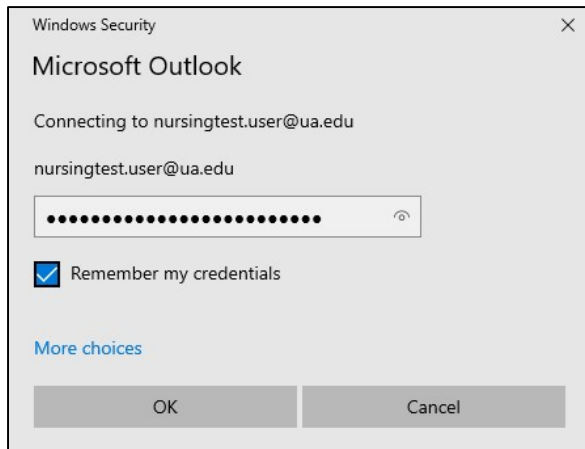


## Outlook PC Computer Application Post Mail Migration

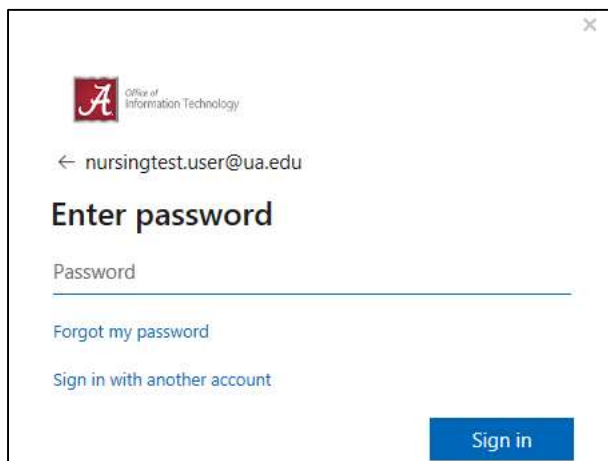
After the migration of our CCN UA Email to the cloud, please perform the following steps to reconnect your Outlook application on a computer.

**IMPORTANT:** You can gain immediate access to your email by browsing to <https://outlook.office365.com> and logging in with your [mybamausername@ua.edu](mailto:mybamausername@ua.edu) and mybama password.

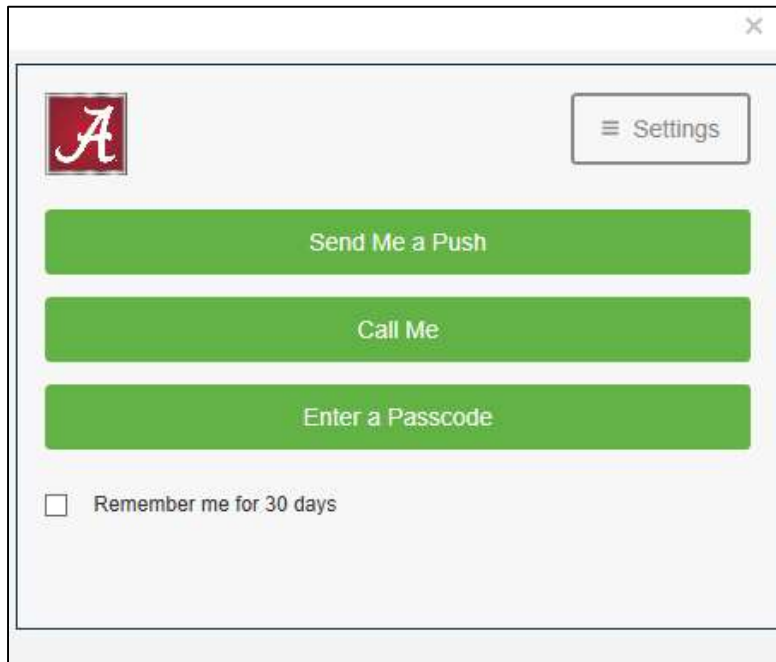
1. Restart Outlook (completely close ALL Outlook windows and launch the program from the icon on your desktop)
2. A Windows Security window will appear. If asked to enter your username, please enter your **myBamausername@ua.edu** address and enter your myBama password. Click the “Remember my credentials” checkbox before clicking OK. **IMPORTANT: PLEASE USE YOUR MYBAMAUSERNAME@UA.EDU IF ASKED.**



3. A UA OIT window will appear. If asked, enter your myBamausername@ua.edu email address, followed by your myBama password. You may also receive a Duo prompt. **IMPORTANT: PLEASE USE YOUR MYBAMAUSERNAME@UA.EDU IF ASKED.**



4. When you receive the DUO prompt, please check the “Remember me for 30 days” checkbox and choose the DUO method you prefer. This should work similar to your login at the myBama site.



5. Once the DUO authentication finishes, your Outlook application should connect to the server. You should then have access to email, calendar, and contacts.

If after following the above steps, you have any issues, please contact Matt or Patrick for support.

**IMPORTANT:** If you can't get to your email via the Outlook application, you can gain immediate access to your email by browsing to <https://outlook.office365.com> and logging in with your [mybamausername@ua.edu](mailto:mybamausername@ua.edu) and mybama password.